Subject Exemption Information

The Higher Education subject exemption process allows students to apply for exemption into a specified Kaplan Higher Education (KHE) award course based on approved study from other Higher Education institutions or a combination of approved study and work experience.

An exemption into a KHE award subject exempts students studying for and undertaking assessments for that subject. The onus is on the student to present evidence to prove that they have sufficient knowledge to meet the subject requirements through other approved study and work experience.

HOW TO COMPLETE YOUR APPLICATION

Students must complete the application form (over page) and submit to KHE, ensuring they have:
- completed the application form and signed the declaration
- supplied ALL evidence required (see list below).

Please note: KHE will not process any application for exemption until both of the above have been completed and submitted.

EVIDENCE REQUIRED: BASED ON PREVIOUS STUDY

Where an application is based on previous study alone, students must provide:
- Copies of subject outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload).
- Verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by a KHE staff member).
- A CV/resume.

EVIDENCE REQUIRED: BASED ON PREVIOUS STUDY AND WORK EXPERIENCE

- Copies of subject outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload).
- Verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by a KHE staff member).
- A CV/resume and any other written evidence which outlines employment history, educational qualifications, professional development and membership of relevant professional organisations to be used to support previous study.

HOW WILL MY APPLICATION BE ASSESSED?

Applications are reviewed by the Academic Dean against subject outlines. The student will be advised in writing of the decision 15 working days after the completed application has been submitted and received. In the event that the application is declined, the reasons of this outcome will be explained.

RULES FOR EXEMPTIONS

50% rule
Students may obtain exemptions for up to 50% of subjects in a specified course.

80% content coverage
Evidence of a minimum of 80% coverage of subject content for an exemption to be granted.

Exemption for an exemption
Previous study graded as an exemption cannot be used for an exemption into a KHE qualification.

Experience and study must be current
Any study cited in an exemption application must have been completed no more than five years prior to the date of application. If an application is based on industry experience in addition to previous study, your industry experience must be within the last five years.

Study must be at the right level
Approved study must be at a comparable Australian Qualifications Framework (AQF) level. KHE’s Masters and Graduate Diplomas are at the AQF qualification levels of 8 and 9. Where the approved study submitted in the application is at a lower AQF level it must be supported by evidence showing that the student is operating at the higher level, e.g. extensive work experience at a more senior level.

CROSS-SECTORAL QUALIFICATION LINKAGE

Examples of approved study
Qualifications from accredited Australian Higher Education institutions at Graduate Diploma, Graduate Certificate or Masters level in disciplines of finance, commerce, business, economics, accounting, law, or a combination of these.
Subject Exemption Form

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

PERSONAL DETAILS
Title: Dr/Mr/Mrs/Ms/Miss/Other: Personal ID:
First Name(s): Last Name:
Email:
Phone: (H) (W) (M)

COURSE AND SUBJECT
Please indicate the postgraduate course into which you are seeking exemption:

☐ Master of Applied Finance  ☐ Master of Financial Planning  ☐ New Zealand Exchange Limited Diploma
☐ Graduate Diploma of Applied Finance  ☐ Graduate Diploma of Financial Planning
☐ Graduate Certificate in Applied Finance  ☐ Graduate Certificate in Financial Planning

Please indicate the subject/s for which you are seeking an exemption:

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<thead>
<tr>
<th>Part A: Basis for credit</th>
<th>KHE code</th>
<th>Subject name</th>
<th>Equivalent code</th>
<th>Equivalent subject name</th>
<th>Institution</th>
<th>Date completed</th>
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Kaplan Higher Education Pty Ltd ABN 85 124 217 670 trading as Kaplan Professional
SubjectExempForm_2015_v4
### Subject Exemption Form 2015_v4

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**Signature:**          

(Date:  

(Academic Dean)

**PAYMENT METHOD**

**Application Fee:** A single non-refundable $A295.00 application fee will be charged upfront.

(i) If your exemption application is unsuccessful, no further fees will apply.

(ii) If your exemption application is successful the below subject exemption fee will apply  
(your $A295.00 application fee will be credited towards the balance of your overall exemption fee).

**Subject Exemption Fee:** $A295.00 per subject awarded.

☐ CHEQUE: Please find my cheque made payable to Kaplan Higher Education attached.

Cheque No: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

☐ CREDIT CARD:  ☐ Mastercard  ☐ Visa  ☐ AMEX (2.5% surcharge applies)

**Credit card details**

Card Number ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ CVV ___ ___ ___ Expiry Date ___ ___ / ___ ___

Cardholder Name:  Cardholder Signature:
Part B: For students submitting application based on previous studies and work experience

Students submitting an application based on previous studies and work experience should submit a CV/resume and any other written evidence which outlines employment history, educational qualifications, professional development and membership of relevant professional organisations to be used to support previous study.

STUDENT DECLARATION

I hereby declare:

☐ I have read the instructions provided on this document and supplied all information required.
☐ I acknowledge that the decision of the Higher Education Subject Exemption Committee is final and there is no further mechanism within KHE to appeal their decision.
☐ I have accurately and truthfully represented my study and work experience in this application.
☐ I hold a copy of this application in its entirety including supporting documentation.
☐ I have not sent any original documentation but I have sent certified copies of originals.
☐ I will not hold KHE responsible for any lost or damaged documentation provided by me.
☐ I understand the material sent by me will not be returned.
☐ I agree to abide by relevant KHE Policies.

Signature: ___________________________ Date: ____________

For further information regarding the KHE Recognition Policy, refer to the Policies page of the Kaplan Professional website.

PRIVACY — We recommend that you read KHE’s Privacy Policy published on our website.

Return this form to the KOHE office via:

MAIL Kaplan Professional  FAX +612 9908 0250  EMAIL info@kaplan.edu.au
Subject Exemption
GPO Box 9995, Sydney NSW 2001

APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).